

**SECRET**

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**SECRET**

I-112

20 December 1949

H O W   T O   U S E  
THE FACILITIES AND SERVICES  
O F   O C D

OFFICE OF  
COLLECTION AND DISSEMINATION  
CENTRAL INTELLIGENCE AGENCY

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## SUMMARY OF OCD SERVICES

### BIOGRAPHIC REGISTER

Supplies information on foreign individuals and organizations.

### GRAPHICS REGISTER

Supplies photographs and motion picture films of foreign places, installations, activities, and personalities; and provides domestic films for training purposes.

### INDUSTRIAL REGISTER

Supplies information on foreign industrial resources and installations; transportation, communication, and other service facilities; and on the companies related to these activities.

### LIAISON DIVISION

Collects intelligence information for CIA and IAC agencies from all sources, and provides direct contact in Washington with all Government agencies. Determines selective distribution of all documents received or produced by CIA.

### CIA LIBRARY

In addition to the usual library facilities, maintains an indexed file of all documents received or produced by CIA. Provides a bibliographic reference and loan service based on this file, and on other sources. Maintains the CIA Central Records. Advises on records management problems.

### MACHINE METHODS DIVISION

Develops use of machine methods and equipment for intelligence purposes, and advises on their adaptation to special problems. Operates machine index facilities for Graphics Register and CIA Library, and machine accounting services for the administrative staffs of CIA.

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### NOTE:

A more detailed explanation of the services available from each Division is given on the following pages.

An Index to OCD on the last page includes the name, phone and room number of Division and Branch Chiefs.

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BIOGRAPHIC REGISTER - BR

Files and facilities in BR

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1. Dossiers of biographic information on foreign individuals and organizations that are important for intelligence operations.

2. A machine index to these dossiers, recording the name, nationality, occupation and other data concerning each individual, for reference or listing purposes.

3. A machine index to dossiers in the Biographic Division of the Department of State, mostly political personalities, recording name and nationality for reference purposes.

4. A machine index to names of biographic interest in documents on file in CIA Library.

5. Indexes and reference materials used as guides to sources of biographic information on all types of individuals and organizations.

K6

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Informal requests for information or service may be made to:

	<u>Ext.</u>	<u>Room &amp; Bldg.</u>	
Office of the Chief, Biographic Register.....	<div style="border: 1px solid black; width: 100px; height: 60px;"></div>	1106 M	25X1A
Scientific Branch.....		1110 M	
Regional Branch.....		1132 M	
Index Branch.....		1118 M	

Written requests may be submitted on CIA Form No. 60-72.

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GRAPHICS REGISTER - GR

Files and facilities in GR

1. A large collection of photographs covering subjects of intelligence interest in foreign countries, including foreign personalities who are important for intelligence purposes.
2. A collection of motion picture films that are useful for intelligence and training purposes.
3. A machine index by subject and area of the photograph and film collections in GR, and of films held elsewhere that are available to GR.
4. A file of reference material on governmental, commercial, and private sources from which photographs and films may be procured.

Services provided by GR

1. Photographs on foreign subjects will be supplied in response to specific requests, or in accordance with standing requirements. They may be available in the files, or may have to be obtained from other sources. Requesters may visit GR to select the photographs they need.
2. Requests for motion picture films may be for specific films, or for films on a specified subject, area, or training need. GR also scans the content of films for the purpose of estimating their possible intelligence value.
3. GR will provide a projector and a projectionist to show a film in any CIA building. In certain cases films may be loaned to a requester for use in other locations.

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Informal requests for information or service may be made to:

	<u>Ext.</u>	<u>Room &amp; Bldg.</u>	
Office of the Chief, Graphics Register.....	<div style="border: 1px solid black; width: 80px; height: 80px;"></div>	115 South	25X1A
Photographic Branch.....		119 South	
Film Branch.....		107 South	

Written requests may be submitted on CIA Form No. 60-72.

INDUSTRIAL REGISTER - IR

Files and facilities in IR

1. The Industrial Card File, known as ICF cards. Information on foreign industrial operations and resources is extracted from documents and entered on these reference cards. Each identified plant is given an IR number and all cards on a plant are filed together.
2. A machine index to the Industrial Card File which enables all cards on a specified plant, industry, or area to be selected for reference or reproduction purposes.
3. Files of reference materials such as maps, charts, city plans, plant layouts and special reports of various kinds on industrial activities and facilities.

Services provided by IR

1. Reports on foreign industrial plants, transportation and communication facilities, companies, industries, and industrial areas.
2. Selected ICF cards containing extracts of information on specified industrial subjects or areas. These extracts give all essential information on plants as contained in the source documents. In some cases a lengthy document covering a specific plant will be summarized on a card, and the original document retained for reference.
3. Machine listings of plants or other industrial installations, showing location, industrial activity, and other data recorded on punched cards. For example: Oil fields and refining plants in the USSR; Aircraft plants in USSR and satellite countries; Chinese industrial plants;
4. Answers to miscellaneous questions on foreign industrial organizations such as location, ownership, affiliations, relative importance, correct name, etc.

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Informal requests for information or service may be made to:

	<u>Ext.</u>	<u>Room &amp; Bldg.</u>
Office of the Chief, Industrial Register.....	<div style="border: 1px solid black; width: 50px; height: 40px; display: flex; align-items: center; justify-content: center;"> </div>	1009 Q
Intelligence Branch.....		1117 Q
Index Branch.....		1001 Q

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Written requests may be submitted on CIA Form No. 60-72.

LIAISON DIVISION - LD

Files and facilities in LD

1. Current information on the organization, functions, activities, and intelligence potential of U.S. Government agencies.
2. Index of key personnel in such agencies who are useful contacts for intelligence purposes on specific problems.
3. Complete records of requests received and collection directives issued, with a cross index of requests by subject and area.

Services provided by LD

1. Collection of intelligence information from all possible sources in response to standing requirements and to specific requests from CIA and other IAC agencies. Direct contact is maintained in Washington with U.S. Government sources.

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2. Advice and assistance to CIA personnel in establishing approved contacts with U.S. Government officials for consultation on intelligence problems.
3. Assistance to other IAC agencies in making use of CIA files and facilities, especially the services of the OCD Registers.
4. Any special service involving liaison or negotiation with other government agencies.
5. Selective dissemination within CIA of all intelligence material received from other sources, and dissemination to the other IAC agencies as well as within CIA of all intelligence produced by CIA.

This service is based on standing requirements of the various recipients, on special requests of a temporary nature, and on a knowledge of the general and specific needs of all recipients.

NOTE: Requests for procurement of specific documents from any source should be directed to the CIA Library.

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Informal requests for assistance may be made to:

	Ext.	Room & Bldg.
Office of the Chief, Liaison Division.....		1214 M
State Desk.....		1226 M
Army-Air Desk.....		1230 M
Navy, Non-IAC Desk.....		1217 M
CIA Desk.....		1225 M

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Written requests should be submitted on CIA Form No. 60-1.

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### CIA LIBRARY

#### Files and facilities in the Library

1. A collection of all basic intelligence documents received or produced by CIA, filed by source in chronological order and controlled by a finder index.
2. A machine index to selected documents in this collection, called the Intellofax File, consisting of punched cards containing necessary identification, subject and area references for each document. These cards also show the source, title, date and number of each document in clear text for reference or reproduction purposes. They are called Index Faxcards.
3. Abstracts of selected documents are a rapidly growing addition to the Intellofax File. They are reproduced in clear text on the Index Faxcards, which are then called Abstract Faxcards.
4. Facsimile machines which will reproduce, on a continuous paper ribbon, a selection of Faxcards on a specified subject or area. These machines are now operating on an experimental basis for reproduction in OCD. It is expected that they will eventually transmit to receivers installed in various CIA offices.
5. Inter-library loan arrangements with governmental, institutional and other libraries.
6. A collection of books, pamphlets, dictionaries, directories, encyclopedias, gazetteers and publications of all types that may be of interest for intelligence purposes.
7. A Reading Room where current newspapers, periodicals and reference publications may be consulted.
8. A supply of extra copies of intelligence documents produced by CIA.
9. The current files and index records of CIA administrative documents.
10. Archives of inactive records and documents transferred from all CIA offices.

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#### Services provided by the Library

1. Documents, cables, books and periodicals will be procured from any source for loan to requesters. They may be available from the Library files, through inter-library loan facilities, or from other sources. (Reference Branch - Ext. ) 25X1A
2. Trained librarians will assist requesters in searching for intelligence material pertinent to any subject or area, and in answering factual questions from available reference material. (Reference Branch - Ext. ) 25X1A

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Services provided by the Library (continued)

3. The Library Intellofax File will provide a listing of documents by subject and area, which shows the source, subject, and other data concerning pertinent documents. These listings will include a growing proportion of abstracts of the more important documents. Comprehensive intelligence bibliographies will also be prepared on request. (Reference Branch - Ext. )

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5. Microfilm Viewers and Dictaphones are available to enable extracts to be made from documents recorded on microfilm. (Reference Branch - Ext. )

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6. Extra copies of intelligence documents produced by CIA will be supplied on request, subject to approved distribution procedures. (Central Records Branch - Ext. )

7. Published material will be purchased on request, in accordance with established CIA procedures. (Cataloging Branch - Ext. )

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8. An accessions list of books and pamphlets received and cataloged is issued weekly. (Central Records Branch - Ext. )

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9. A newspaper and periodical clipping service is operated to supply current items on any specified subject in response to standing requirements. (Cataloging Branch - Ext. )

10. Field surveys are made of libraries and collections to determine their intelligence potential for current and future exploitation. (Office of the Chief - Ext. )

11. Advice and guidance may be requested on the following subjects:

Top Secret control procedures. (Central Records Branch - Ext. )

Subject classification and indexing problems. (Analysis Branch - Ext. )

Filing methods, file equipment, and storage of inactive records. (Records Management Branch - Ext. )

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Informal requests for information or service not described above may be made to:

	Ext.	Room & Bldg.
Office of the Chief, CIA Library.....	<input type="text"/>	1040 M
Reference Branch.....	<input type="text"/>	1430 M
Central Records Branch.....	<input type="text"/>	1046 M
Analysis Branch.....	<input type="text"/>	1518 M
Cataloging Branch.....	<input type="text"/>	1425 M
Records Management Branch.....	<input type="text"/>	1147 Q

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Written requests should be made on:

CIA Form No. 60-70 for loan requests.

CIA Form No. 60-72 for information requests.

CIA Library Order Card for purchase requests.

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MACHINE METHODS DIVISION - MD

Services provided by MD

1. Investigates, develops and adapts machine processes for identifying, collating, reproducing and communicating intelligence data.
2. Provides advisory service for CIA offices and IAC agencies on the availability and use of machine methods and equipment for intelligence operations, and for their adaptation to special problems.
3. Performs the machine operations required for CIA administrative purposes, and for special projects such as the compilation of a world-wide gazetteer of place names and physical features.
4. Advises and assists in the development and performance of all machine operations for OCD. Maintains the machine indexes for CIA Library and Graphics Register, and processes the requests received by them that require machine operations.

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Informal requests for information or service may be made to:

	Ext.	Room & Bldg.
Office of the Chief, Machine Methods Division.....	<div></div>	1315 M
Planning Branch.....		1317 M
Machine Operations Branch.....		1337 M

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